



## Job Description

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**Job title:** Art Technician  
**Reports to:** Director of Learning  
**Location:** The Leigh Academy

### Main Purpose

To support the teaching and learning of students within the Art department and provide support and services to the staff and students in line with the Academy policies and procedures.

### Key Responsibilities

- To organise practical support for Art teaching in the Academy
- To maintain resources and equipment
- To have an oversight of Health & Safety within the art studios
- To provide equipment and materials to support art practical teaching
- To take responsibility for stock maintenance, control and safekeeping
- To prepare equipment and materials for practical lessons, and remove it safely afterwards
- To clean equipment and keep the art studios in good order
- To order stock, check deliveries and organise stock cupboard
- To purchase items from petty cash when required
- To prepare visual aids for teaching staff
- To put up and maintain art displays around the Academy
- To prepare displays for open evenings and help out as appropriate
- To assist in the classroom with students during ceramics activities
- To arrange all the photocopying needs of the department
- To assist with stock control of books, paper and non-specific art items
- To maintain the kiln, including packing and operating a variety of firings
- To assist with any other task reasonably requested

### Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education](#) document (Department of Education).

### Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is

not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.